Instructions for using Seek-N-Shall Find software application

1. There are two input files: CSV file (csv) and Text files (txt).
   1. When creating a CSV file in MS Excel, make sure you save as a CSV not CSV UTF-8 or CSV MS DOS or CSV Macintosh. Selecting the wrong format may have some unexpected results.
   2. You can select as many text files as needed. However, only tested with 200 files.
2. A CSV file will be used to create custom search values.
3. The top row of the CSV will consist of the Categories of each search key word.
4. The columns under the Category column will consist of the search key words.
   1. These search key words allow the user to search for multiple words/terms that are related to the Category word.
   2. E.g. Category: Pain Medication. Search Key Words: Tylenol, Ibuprofen, Aleve. Note: All these values would be in the same column cells.
5. There are custom search techniques the user can use to create specially formatted results.
   1. Custom search words
      1. (gender) – Returns male or female. E.g. Patient Sex (gender)
      2. (name) – Returns a two-word name. E.g. Patient Name (name)
      3. (date) – Returns a date with the mm/dd/yy format E.g. Surgery Date (date)
      4. (key) – Returns the exact search key words only. E.g. Pain Medication (key)
      5. (all) – Returns all the words following the search word until the period or a new line is encountered. E.g. Post-Surgery Result (all)
      6. (follow #) – Returns the number (#) of words following the search key word in text. E.g. Reference (follow 2). Note: There will be no search key words when using (all) or (follow #). Only the Category word will be used for the search.
6. When the search key words contain special characters such as @,#,$,% ; the search key word must be case sensitive hence the capitalization must match what is in the text documents.